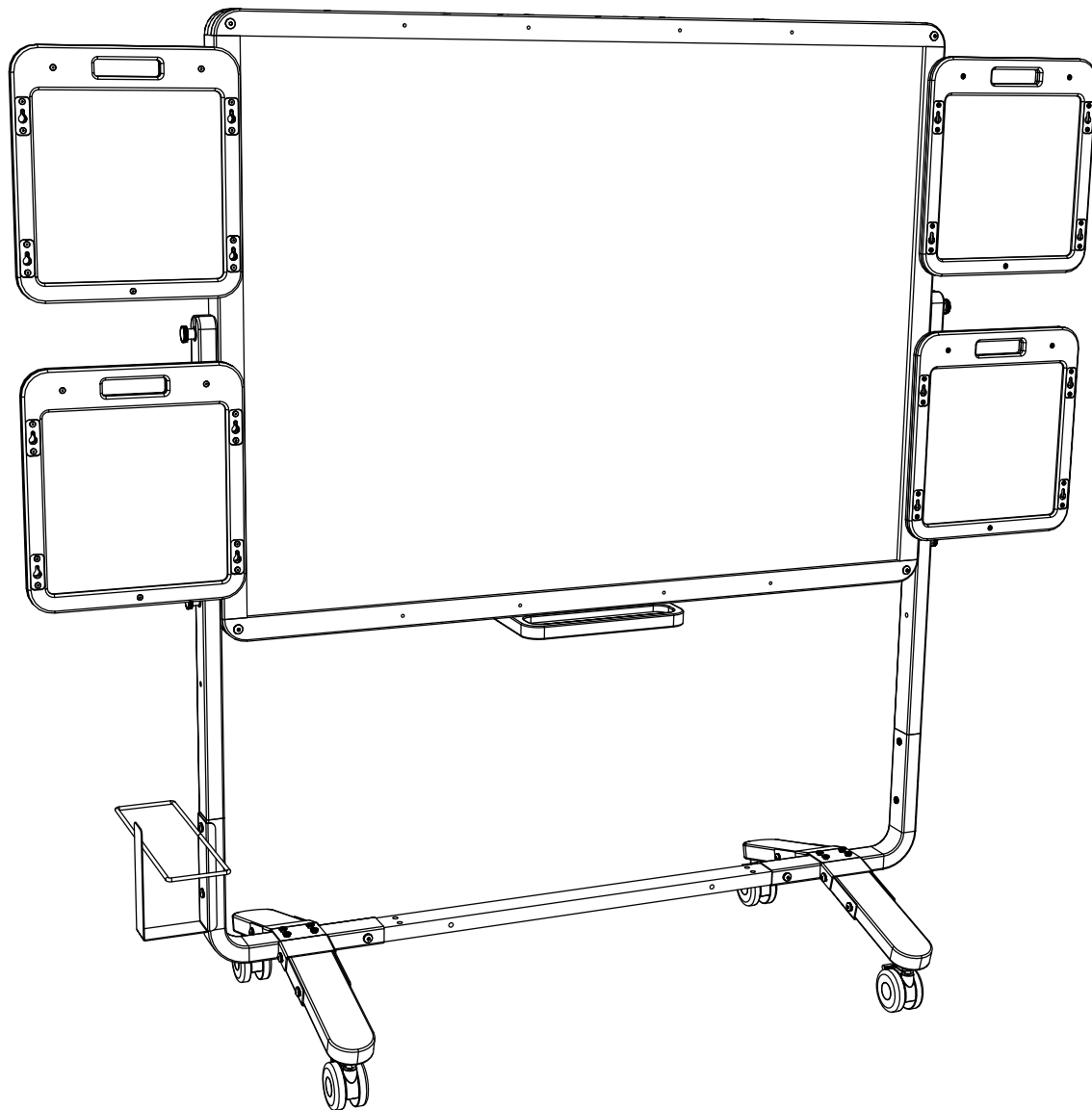




Assembly Guide

Check out our other products online at www.copernicused.com

For assistance, please contact us by telephone at **1-800-267-8494** or email at info@copernicused.com.
Have your packing slip ready for reference.



Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Collaboration Whiteboard Premium with Slate Kit. We hope it meets your expectations and you and your students enjoy using it at your school. Every day we see and hear stories of teachers going above and beyond to help students thrive. Thank you so much for all you do – you are awesome, and you make a difference. Thank you for inspiring us.

If you have any questions, concerns or ideas on how we can improve please let us know by contacting our Customer Solutions Ninjas at 1-800-267-8494 or info@copernicused.com.

Happy teaching,

Kaylyn Belcourt, President
kaylyn@copernicused.com



We do not inherit the earth from our ancestors, we borrow it from our children.

- NATIVE AMERICAN PROVERB

Change is the end result of all true learning.

- LEO BUSCAGLIA

What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others.

- PERICLES

Education is the most powerful weapon which you can use to change the world.

- NELSON MANDELA

For missing parts and other issues regarding your product:

Please contact Customer Service, where we will be happy to help.
Telephone: 1-800-267-8494, Monday - Friday 8:00am - 4:30 pm EST
Email: info@copernicused.com

**Need Support?
Have a Question?**



Email CustomerService

**Check out some of our
other great products!**



www.copernicused.com



Register your Product

Registering your warranty ensures we have all the information we need to make any future warranty claims quick and easy. Please visit www.copernicused.com/warranty and complete the form within 10 business days from product assembly. By registering your product, you will be entered into a draw to win Copernicus product.



Make a Warranty Claim

We offer a Lifetime Warranty on almost everything we make. Please call **1-800-267-8494** or email info@copernicused.com to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).

Replace your Whiteboard

Have a well-used whiteboard that needs replacing? Our whiteboards carry a five-year warranty and replacement parts program after the warranty period. Please call **1-800-267-8494** or email info@copernicused.com to get a new whiteboard for your Copernicus product!

Tips for Assembly

Before You Begin:

- Lay out and identify all of the included parts.
- Read the assembly guide over once to familiarize yourself with them.

As You Assemble the Unit:

- Follow the steps in sequence.
- Before beginning each step, find the part(s) that you need for that step.
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

Watch for These Helpful Symbols:



The symbol denotes a step needing extra attention to ensure it is done correctly.



Important Information! Warning!

Please read the warnings below for important safety information regarding your product. Failure to read these warnings or to follow the instructions below could result in personal injury or damage to your product that could void your warranty.



Small Parts

In its unassembled state, this product contains parts that can be hazardous to small children. This product should be assembled by an adult.



Adult Supervision

This product is to be used under the supervision of an adult.



No Maintenance

This product does **NOT** require maintenance. Repairs should only be performed by authorized personnel. Please contact customer service if repairs are required.



Climb Hazard

Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.



Indoor Use Only

This product is intended for indoor commercial use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.



Bamboo Maintenance

When needed, wipe down with mild soapy water. A mild disinfectant can be used. A mild bleach water solution (1:50) can also be used. Wipe cleaning solution off after application.

Recommended cleaning frequency is once monthly, and at minimum, once per school year.

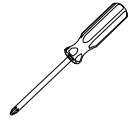
DO NOT leave standing water or cleaning solutions on the bamboo surface.

DO NOT use harsh chemicals to clean surfaces.

Parts

Before beginning, you should have:

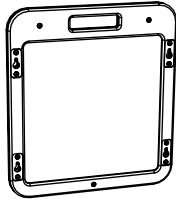
Additional tools required:



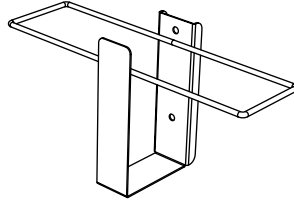
Screwdriver
⊕

CWB-AC

Slate
(52032)
4x

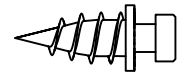


Slate Holder
(52033)
1x



Hardware
Actual Size

14mm Shoulder Screw
(43324)
8x



*These items can be found in the CWB-0
Collaboration Whiteboard box.*

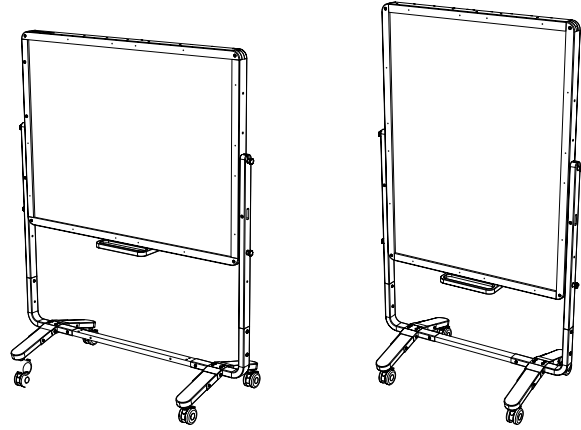


4mm Allen Key
(432810)
2x

Assemble Collaboration Whiteboard

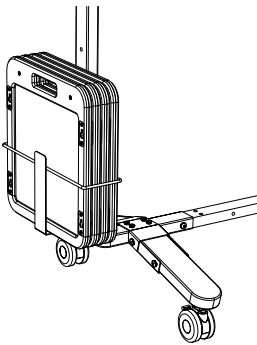


! Follow the “CWB2 Collaboration Whiteboard” assembly instructions first and assemble the unit as shown before proceeding to next step.

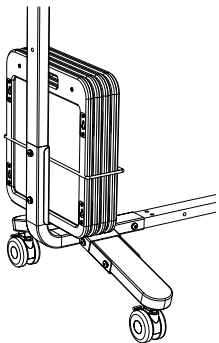


You will need: (Not to Scale)





Determine Slate Holder Storage Location



Outer Storage Position



Inner Storage Position

Configuration	Outer Storage Position	Inner Storage Position
 Portrait Low	✓	✗
 Portrait High	✓	✗
 Landscape Low	✓	✗
 Landscape High	✓	✓

3

Actual Size:

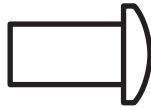
(A)

M6 x 25mm Screw
2x



(B)

M6 Barrel Nut
2x



(C)

M8 Lock Washer
2x

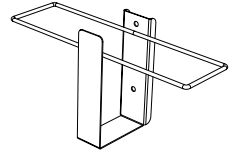


You will need: (Not to Scale)

4mm Allen Key
2x



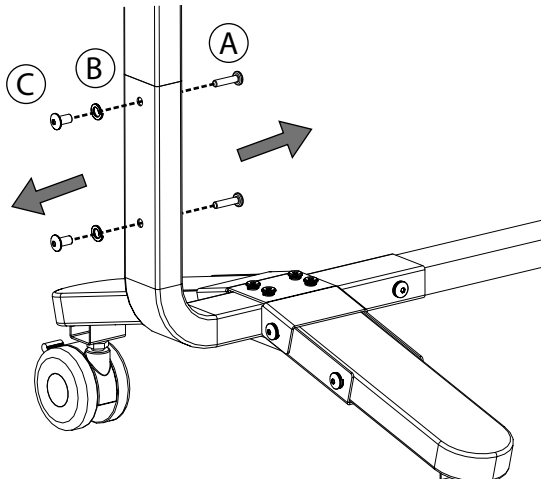
Slate Holder
1x



Install slate holder

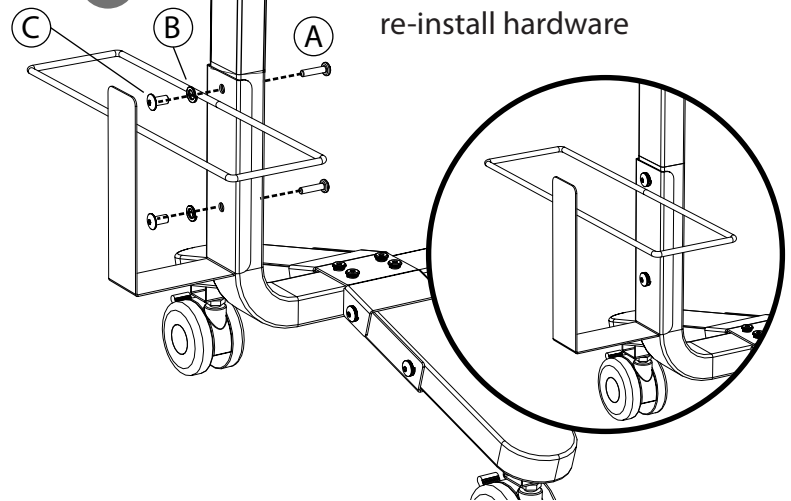
1

Remove hardware



2

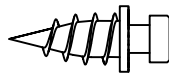
Install holder and
re-install hardware



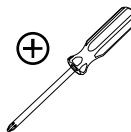
4

Actual Size:

14mm
Shoulder Screw
8x

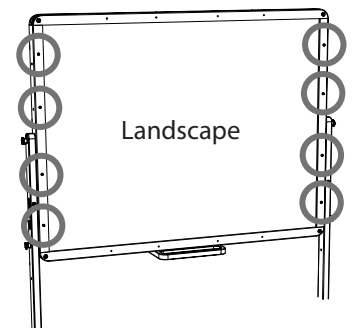
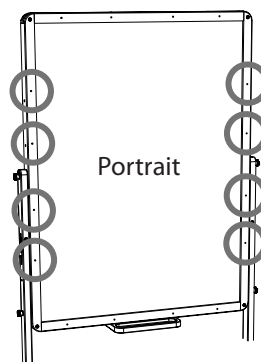
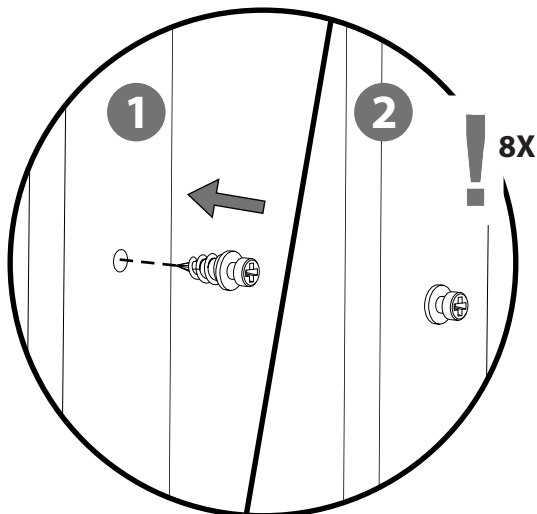


You will need: (Not to Scale)

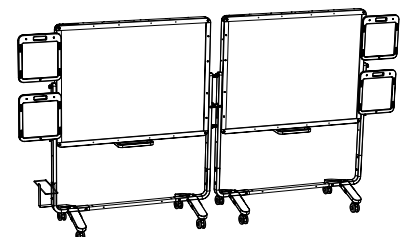


Screwdriver
1x

Install hardware



Note:
If your boards are setup in a
partition, install the slate
hardware on the outer sides.



5

You will need: (Not to Scale)

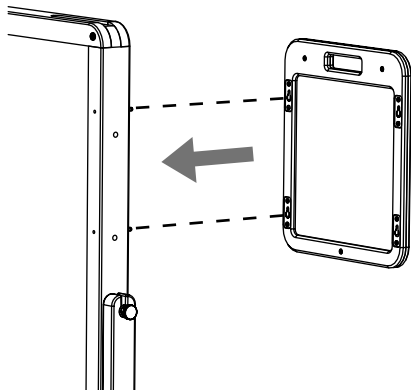
Slate
4x



Attach slates

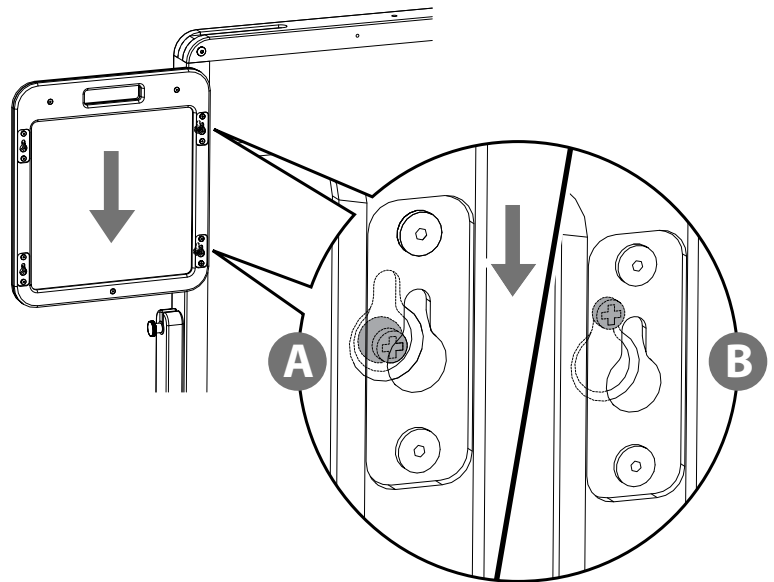
1

Attach first slate



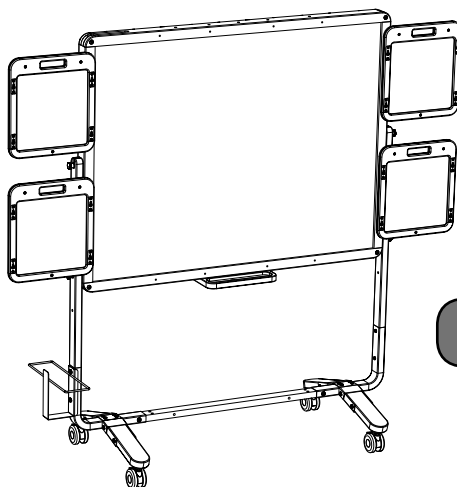
2

Insert shoulder screw into keyhole slots (A).
Move slate down to lock (B).

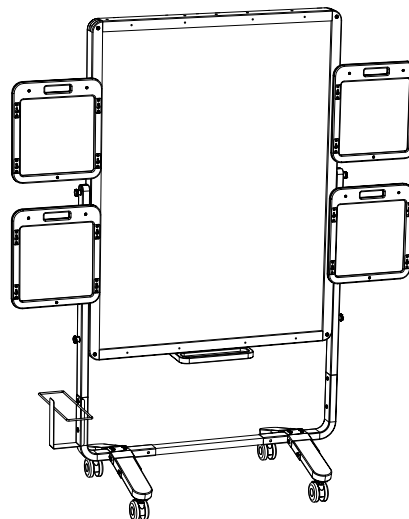


3

Attach the remaining slates



OR



Don't forget to check out our tips for your whiteboard at:

www.copernicused.com